



UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Tampa Division

**Division Manager**

CL 30 - \$77,347 - \$96,690 to start\*

Announcement No. 10-20    Position Closes: Open Until Filled    Available: Immediately

**Representative Duties**

The Division Manager manages and oversees the full range of Clerk's Office duties performed in the Tampa office, one of five geographically separate divisions of the Clerk's Office for the Middle District of Florida. The Division Manager oversees staff responsible for intake, civil and criminal docketing, appeals, jury, and courtroom operations, in addition to regional finance, procurement, human resources, and space and facilities functions. The Division Manager is responsible for coordinating all activities involving courtrooms and related matters; reviewing work performed by deputy clerks to insure implementation of standardized procedures; setting priorities and deadlines for completion of work assignments by staff; evaluating work performance of subordinate supervisors and recommends personnel actions concerning those supervisors and other staff.

The position reports directly to the Chief Deputy of Operations (Type II) in Tampa, and manages a staff of deputy clerks and court reporters serving 8 district judges and 5 magistrate judges in the Tampa division.

The Division Manager works closely with the Clerk, Chief Deputies, and the other division managers/supervisors to create and implement policies and procedures to enhance the development, implementation, and evaluation of administrative processes to improve case flow, courtroom services, and general operations. The incumbent provides direction and leadership to the staff, and will advise staff on all management strategies, goals, and objectives. The incumbent acts as a liaison from the Clerk's Office to the district and magistrate judges, attorneys, other court/government agencies, and the general public.

**Minimum Qualification Requirements**

Candidates must possess a minimum of six (6) years of previous work experience as follows: three (3) years of responsible administrative, professional, or other responsible experience which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in simultaneously handling multiple projects, issues, and responsibilities, and the ability to exercise sound judgment; and three (3) years of progressively responsible supervisory or management experience, with responsibility for directing the work of others. Must possess outstanding leadership, organizational, project management, and human relations skills, as well as excellent written and oral communication skills.

A bachelor's degree in business, public, or judicial administration, or related field is preferred. A master's degree in business, public, or judicial administration or related discipline is desirable. Preference will be given for prior experience in judicial administration and court operations.

**Information for Applicants**

Send cover letter, resume, and Application for Judicial Employment to: Human Resources Manager, Attention: 10-20, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

(See reverse side for employee benefits)

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

## EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.